

Appendix D

SPECIAL ASSISTANTS

1. VALUE ENGINEERING OFFICER.

a. Plans, organizes, directs, controls, and reports value engineering (VE) activity IAW PODR 11-1-3, Value Engineering.

b. Promotes the application of VE methodology for analyses of the function of systems, operations, maintenance, equipment, facilities, procedures and methods to achieve performance, reliability, quality, and maintainability at the lowest overall cost consistent with requirements.

c. Establishes procedures for accomplishing VE in all activities.

d. Promotes teamwork among organizational elements to accomplish the VE effort.

e. Provides VE information to participating activities.

f. Keeps informed of new materials and methods that could reduce costs.

g. Develops and reports results of VE studies applicable to the Corps VE Program.

h. Evaluates cost saving ideas generated by the Corps-wide VE program for incorporation into the local program.

i. Advises the District Commander and staff, and provides coordination for all matters concerning the VE program.

j. Expedites all action on VE Change Proposals (VECPs) submitted by contractors and prepares required reports.

2. SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) SPECIALIST.

a. Principal advisor to the District Commander regarding small business issues.

b. Advise and assist contracting, program managers, and technical personnel on all matters which affect small business concerns and small business programs.

c. Provide input to Project Delivery Teams (PDT) concerning small business program matters.

d. Review and make recommendations for all acquisitions over \$10,000 as to suitability for small business programs. Document this on the DD Form 2579, Small Business Coordination Record.

e. Liaison with the Small Business Administration (SBA).

f. Monitor Small Business goals.

g. Aid, counsel, and assist small business concerns (which include small businesses, small disadvantaged businesses, women-owned small businesses, HUBZone small businesses, veteran owned small businesses, and service disabled veteran owned small businesses) by providing information on how to do business with the Army Corps of Engineers.

h. Maintain an outreach program (including participation in Government and industry conferences, and regional interagency councils) designed to locate and develop information on the technical competence of small business concerns.

i. Assist the contracting officer in determining the need for and acceptability of Small Business Subcontracting Plans. Assist administrative contracting officers (ACO) in evaluating, monitoring, reviewing, and documenting contract performance to determine compliance with subcontracting plans.

j. Ensure that the Small Business Program is considered in all acquisition processes.

### 3. SECURITY MANAGER.

[NOTE: Provost Marshal/Security Manager functions will be accomplished by the District Executive Assistant.]

a. Exercises oversight of the Information Security Program.

b. Maintains liaison with security manager personnel at higher echelon and of appropriate Army, Navy, and Air Force agencies as required.

c. Coordinates all matters concerning the release of engineer information to foreign nationals. Coordinates visitor control matters of foreign nationals.

d. Implements existing directives and establishes and supervises local policies and procedures for the receipt, storage and transmission of classified information.

e. Administers the industrial and personnel security programs.

f. Coordinates with local military and civilian law enforcement agencies concerning support for emergencies or disturbances on or near Corps of Engineer's construction sites or facilities.

g. Advises the Commander concerning law enforcement issues and provides supervision over Provost Marshal Activities within the District.

h. Provide assistance in the development of contingency operations and plans.

i. Completes reports as required.

#### 4. DISTRICT DIVING COORDINATOR.

a. The District Dive Coordinator (DDC) manages the District Dive Program under the District Commanders' oversight. Operates with complete independence in applying technical principles and regulatory guidance. Receives guidance when requested from POD's Dive Coordinator. Appointed by and responsible to the District Commander for underwater operations and functions.

b. Establishes District Dive Policy.

c. Reviews all applicable contracts to ensure dive requirements are included.

d. Advises project managers on alternatives to and methods of diving (pre-award if possible).

e. Reviews and approves all dive plans for the District.

f. Ensures all dive operations in the District are monitored.

g. Ensures that the District has ample personnel trained as dive inspectors to monitor both contract and in-house dive operations.

h. Obtains funds from District overhead and project specific accounts as appropriate.

i. Ensures that all assigned personnel have appointment letters and maintains copies of HQUSACE required training certificates.